

MONTGOMERY COUNTY COUNCIL
FY 06 COMMUNITY GRANT APPLICATION PACKET
(July 1, 2005-June 30, 2006)

Each year, the County Council receives many requests for funding directly from not-for-profit organizations to support health and human services and community development activities. For FY 06, the County Council is requiring that organizations complete a standard application form. This information will assist Councilmembers in considering the many requests received and will clarify for organizations what information is needed for full consideration of their requests.

APPLICATION INFORMATION

Who should apply

- Only organizations incorporated as private, not-for-profit organizations as designated under 501 (c)(3) of the Internal Revenue Service may receive funding. Organizations must serve Montgomery County residents with the grant funding.
- Any organization may seek funding from the Council, regardless of whether it has previously applied for County grant funds from programs such as the Community Development Block Grant program, the Community Service Grant program, or the Community Empowerment Grant program. If the County Executive recommended funding for an organization through one of these three grant programs, that organization does not need to reapply for Council consideration. Organizations that were not recommended for funding should apply if they are interested in Council consideration.
- All organizations seeking funding from the Council must complete a standard Council application form, regardless of whether an organization has previously submitted an application for another grant program.

How to apply

- Applications can be downloaded from our website: montgomerycountymd.gov. Click on County Council, where you will find a link for the application.
- You can call 240-777-7928 to have one mailed to you. The application is also available for pick-up in the County Council office building (address below).

Applications are due by Friday, April 1, 2005 at 4 p.m.
Applications can be faxed to 240-777-7888, or hand-delivered or mailed to:

Montgomery County Council
100 Maryland Avenue, Fifth Floor
Rockville, MD 20850

REVIEW PROCESS AND TIMELINE

- The Council will convene a panel to review applications and provide information to the Council on the proposals. Once applications are received, Councilmembers will select applications to forward to the panel for review.
- The panel will begin its review immediately following the application deadline, and will submit a report to the Council in early in May. The Council will consider the grant proposals in its mid-May budget worksessions. The Council is scheduled to approve the annual operating budget for the fiscal year beginning July 1, including funds for grants, on May 26.
- Applicants will be notified by mail after May 26 as to whether they received funding in the final budget action.
- Grant funds will be administered by a service department (such as the Department of Health and Human Services or the Department of Housing and Community Affairs). Successful applicants will be contacted by the administering department after the beginning of the fiscal year regarding contracting and receipt of funds.

Please call 240-777-7940 if you have questions about the process or how to apply.

IMPORTANT NOTES FOR APPLICANTS

Funding is not guaranteed, and the amount awarded may be less than the amount requested. You should develop contingency plans in case your project is partially funded.

If the grant is awarded, an organization must be able to comply with certain standard requirements as a condition of receiving funds. For example, organizations are required to:

- **Obtain insurance as specified by the County prior to undertaking the project; the costs, if project specific, are eligible for reimbursement from the grant;**
- **Incur NO costs that would be charged to the grant until after a contract has been fully executed with the County and the organization has received a written Notice to Proceed;**
- **Expend funds on the project “out-of-pocket” and then request reimbursement of the costs; fund are not disbursed in advance, before the costs are incurred.**

**MONTGOMERY COUNTY COUNCIL
GRANT APPLICATION FORM**

Name of Organization

Contact Name, Address, Phone Number, and E-mail

Amount of Funding Requested:

New Project? Yes No

If not a new project, please answer the following two questions:

a. Indicate the amount of County funding for this project in FY05 and all previous years:

b. Attach a two page report on the FY 05 activities and outcomes for this project. Report should detail the activities carried out in FY 05, numbers of individuals served (if applicable), and the impact or outcome of the program.

Is this a one time funding request or recommended for ongoing funding in future years?

Has your organization applied for any other County grant funding for this fiscal year? List all funds applied for, and the status of those requests.

Total Budget for Project and Source of Other Funds

Total Budget for Organization and Sources of Funding

For the current fiscal year, indicate your organization's total budget and the sources of funding by general categories, i.e, County, State, Federal, other grants, private donations, fees or reimbursements.

**MONTGOMERY COUNTY COUNCIL
GRANT APPLICATION FORM**

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Name of Organization

Program Name and Purpose

Description and purpose of project, including: what need is being addressed; what specific activities, products, or other deliverables will be funded with County funds; and, where known, what other County funding is provided for this service.

Number of Individuals to Be Served, if applicable

Key Staff

Who specifically will be involved in project administration and implementation, and what is the relationship to the organization (e.g. paid staff, volunteer)? Briefly note the relevant skills and experience of those involved.

Evaluation Measures

What would determine program success?

Attach to the completed application:

- 1. Proof of non-profit tax exempt status**
- 2. List of Board of Directors**